Web Conferencing allows you to host on-line conferences with colleagues in geographically diverse areas. You can participate in a web conference from any computer. However, before you can participate, you will need to download and install the software that allows Oracle Web Conferencing tool to run on your computer. This Quick Reference Guide provides you with the instructions for downloading the software and running the "New User" check to make sure your computer is properly set up to use Web Conferencing.

How Do I Install Web Conferencing Software?

The following instructions guide you through the process of installing the software that allows Web Conferencing to run on your computer.

- 1. After logging in to the EPA Portal, click on the *My Communities* menu in the Portal navigation bar and select *General Pages* and *Collaboration Resources*. The *Collaboration Resources* page will be displayed.
- 2. From the **Web Conferencing** portlet, click the "Download Web Conferencing Client" link (see Figure 1).

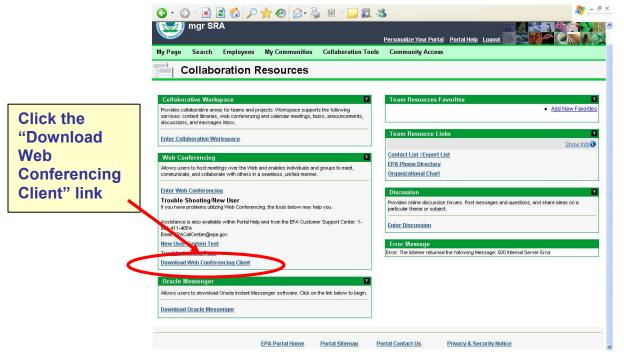


Figure 1 - Download the Web Conferencing Client

3. A popup window that asks "Would you like to open this file or save it to your computer?" (Figure 2). Click the *Save* button (do not click the *Open* button).

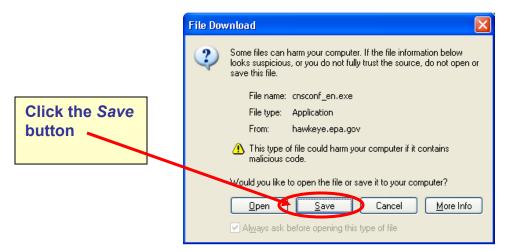


Figure 2 – Download Web Conferencing Software

- 4. Save the .exe file in the desired location on your hard drive.
- 5. After the file is saved, close your browser, and use the Windows Explorer to navigate to the place on your hard drive where you saved the file.
- 6. Double-click on the file to start installation of the Oracle Real Time Collaboration (RTC) software. The Oracle Web Conferencing Console Setup wizard will be displayed (Figure 3). Click the *Next* button at the bottom of the wizard to begin the installation.



Figure 3 - Installing Software



- 7. You will be taken through a series of screens to install the software. You do not need to change any of the default setting options (e.g., leave "install for all users" as the installation type). Simply click the *Next* button until the setup wizard is complete. To complete the setup, click the *Finish* button.
- 8. After the installation is complete, you should then be able to start or join a Web Conference. For information on starting or joining a Web Conference, please see the guides entitled, "Hosting Web Conferences" and "Initiating Web Conferences" which are available from the Portal's Help menu (Figure 4).

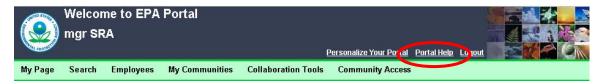


Figure 4 - Portal Help Menu

How Do I Check My Configuration?

After installing the Web Conferencing software, you may wish to run the New User System Test to make sure your system is properly configured. Following are instructions for completing the test.

1. Click on the *New User System Test* link (Figure 5) which is available in the **Web** Conferencing portlet on the *Collaboration Resources* page. A window will open indicating that the system check is in process.

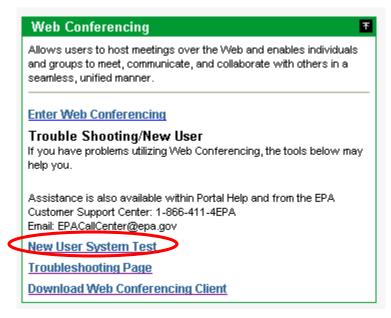


Figure 5 - New User System Test

2. When the new system check is complete, a confirmation message (Figure 6) will be displayed alerting you of the status of your check. If you receive a "Passed" indicator in the status column, it means that your computer is properly configured. If you receive a message indicating that the test did not pass, you will need to contact your technical support staff to determine what configuration setting on your computer may need to be corrected.

SEPA Collaboration Suite Real-Time Collaboration

Home | Conferences In Progress | Scheduled Conferences | New User Confirmation Your system is compatible with Oracle Web Conferencing and your network connectivity is excellent. New User This page displays your system's compatibility with Oracle Web Conferencing. Component Status Detail **⊘** Passed System Configuration **₽** Passed Connectivity **•** Passed Audio (§) Not Applicable Miscellaneous

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Figure 6 - System Check Confirmation

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov.